

U.S. ENVIRONMENTAL PROTECTION AGENCY
AMERICAN INDIAN ADVISORY COUNCIL

CHARTER AND BYLAWS ADOPTED:

CHARTER

ARTICLE I
NAME

The name of this organization shall be the U.S. Environmental Protection Agency (EPA) American Indian Advisory Council (AIAC).

ARTICLE II
PURPOSE

The purpose of the AIAC is to serve as an advisory group to the Administrator of the U.S. Environmental Protection Agency through the Director, Office of Civil Rights. The AIAC shall recommend actions that address the concerns of American Indians in the EPA workforce and, where applicable, promote the interests of the Indigenous Nations. However, the AIAC will in no way represent Indian Tribes individually or collectively.

ARTICLE III
OBJECTIVES

The objectives of AIAC shall be:

Section 1. To assist the U.S. Environmental Protection Agency in promoting a culturally sensitive work environment and achieving an effective and equitable representation of American Indians in the work force through aggressive recruitment, hiring, development, and promotion activities.

Section 2. To promote an understanding and awareness of the American Indian culture and of those elements that are consistent with the EPA mission.

Section 3. To promote a better understanding of employment-related problems of American Indians in order to seek solutions to remedy specific problems in EPA.

Section 4. To facilitate effective communication and goodwill between American Indians and other individuals in EPA, and the community in general.

Section 5. To promote the career development and advancement of American Indians in EPA through the sponsorship of workshops, seminars, and similar programs.

Section 6. To ensure that EPA's programs and activities are open and available to all American Indians.

ARTICLE IV ORGANIZATIONAL POLICIES

Section 1. AIAC shall be an official Special Emphasis Program Council organization sponsored by the Office of Civil Rights; its activities will be funded by the Office of Civil Rights and other EPA offices.

Section 2. AIAC shall not discriminate against any person on the basis of race, color, religion, sex, national origin, age, or handicap.

Section 3. AIAC will organize and conduct activities of common interest to its constituency and the Office of Civil Rights.

ARTICLE V MEMBERSHIP

Section 1. All EPA employees, including American Indians, who support the purpose and objectives of the AIAC shall serve as voting members of this Council.

Section 2. The Office of Civil Rights, the Office of Federal Activities, the Office of Environmental Equity, the Office of State/Local Relations, and the Regional Offices shall designate representatives to serve as ex-officio (non-voting) members of the Council.

Section 3. To maintain AIAC membership, each member shall attend two AIAC meetings per quarter. Members may attend AIAC meetings by conference call.

ARTICLE VI OFFICERS

Section 1. The officers of AIAC shall be the Chairperson, Vice Chairperson, and Recording Secretary.

Section 2. Only voting members are eligible to hold office.

ARTICLE VII
EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the elected officers.

ARTICLE VIII
ELECTION OF OFFICERS AND DISSOLUTION

Section 1. Officers shall be elected by the voting members. The term of each office shall not exceed two years.

Section 2. The AIAC shall be dissolved only upon approval of the EPA Administrator and by ballot of not less than two-thirds (2/3) of the membership.

APPROVED: (Signed)
Dan J. Rondeau
Director
Office of Civil Rights

February 3, 1994
Date

APPROVED: (Signed)
Carol M. Browner
Administrator
U.S. Environmental
Protection Agency

March 14, 1994
Date

BYLAWS

ARTICLE I VOTING

All voting members of the AIAC shall have the right to vote upon any proposition. Voting members may select a proxy if unable to attend or otherwise participate in an AIAC meeting.

ARTICLE II OFFICERS

CHAIRPERSON

Section 1. The Chairperson shall:

- a. Prepare an agenda and preside at the meetings of the AIAC.
- b. Serve as the official representative and spokesperson for AIAC.
- c. Appoint committee chairpersons and act as an ex-officio member of all committees.
- d. Sign and execute AIAC correspondence as voted upon by the membership.
- e. Discuss AIAC program initiatives with the OCR director prior to implementation.

VICE CHAIRPERSON

Section 2. The Vice Chairperson shall:

- a. Keep AIAC members informed of current activities with respect to issues concerning American Indians.
- b. Advise and assist the Chairperson in the execution of the Chairperson's responsibilities.
- c. Function as the Chairperson of AIAC at the request, absence, or resignation of the Chairperson.

RECORDING SECRETARY

Section 3. The Recording Secretary shall:

- a. Keep minutes of all regular and special meetings.
- b. Maintain all official correspondence and documents of AIAC.
- c. Notify the membership of all meetings and functions.
- d. Circulate the minutes, agendas, and other pertinent documents.
- e. Maintain proxy register for meetings.

ARTICLE III COMMITTEES

Section 1. Consistent with Article III, the AIAC may establish such committees as the membership deems necessary.

Section 2. Committee Chairpersons shall coordinate committee functions, notify the Chairperson in advance of scheduled committee meetings, and appoint members to their respective committees from the AIAC membership.

Section 3. Ad hoc committees may be established by the Chairperson to promote and advance the purpose and objectives of AIAC at the recommendation of a simple majority of the membership.

ARTICLE IV NOMINATION AND ELECTION OF OFFICERS

Section 1. All officers shall be elected for a two-year term.

Section 2. Following the initial organizing meeting, the Office of Civil Rights shall accept nominations at least two (2) months prior to the annual election and present a slate of candidates to the membership.

Section 3. All voting members are eligible to be nominated for office. Nominees must provide their consent in writing.

Section 4. Elections shall be by written ballot. The votes shall be taken and counted in the following sequence: Chairperson, Vice Chairperson, Recording Secretary.

Section 5. Any member may nominate someone for office by sending names to the Office of Civil Rights. However, only voting members may elect officers.

Special Elections

Section 6. Special elections -- Within 30 calendar days after an elected office becomes vacant, the Office of Civil Rights will conduct a special election to fill the expired term of office. Nominations will be accepted from any members, provided the consent of the nominee has been secured. An election by ballot shall be held at the next regular meeting. A majority vote of those members present shall constitute an election.

ARTICLE V MEETINGS

Section 1. The regular meeting of AIAC shall be held at 12:00 noon on the third Wednesday of each month at a place designated by the Chairperson; however, when that date falls on a holiday, the meeting shall take place on the following workday. Members and observers in the Regional Offices may participate by conference call.

Section 2. The Chairperson shall establish time and place for the regular meeting whenever conflicts arise. The Chairperson shall give notice, through the Secretary, of the time, date, and place of each regular meeting. The agenda shall be included in the notice as well as any items of unusual importance.

Section 3. Officers and committee chairpersons shall so notify the Chairperson when they are unable to attend a regular meeting.

Section 4. A simple majority of all voting members of AIAC shall constitute a quorum authorized to transact any business presented at meetings of AIAC. A quorum may be established through proxy duly approved by the Chairperson.

Section 5. Consistent with the charter, meetings will be open and employees are encouraged to attend as observers. Observers may present their views to their respective representatives.

Special Meetings

Section 6. Special meetings may be called by the Chairperson.

Committee Meetings

Section 7. All committee meetings shall be open.

ARTICLE VI
PARLIAMENTARY AUTHORITY

The rules of parliamentary procedure, as set forth in Robert's Rules of Order, shall govern all meetings of AIAC. The Chairperson may appoint a representative of the Office of Civil Rights as Parliamentarian.

ARTICLE VII
ORDER OF BUSINESS

AIAC shall adopt the following Order of Business at its regular meetings:

1. Call to order
2. Reading, correcting, and approval of minutes of the prior meeting
3. Report of the Chairperson
4. Reports of standing committees
5. Reports of special committees
6. Unfinished business
7. New business
8. Announcements
9. Adjournment

In witness whereof the undersigned being elected officers of EPA AIAC have executed this Constitution and Bylaws on the day of , 1993.

Signed: _____
AIAC Chairperson

AIAC Secretary